



COUNTY OF ERIE

POSITION ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: November 1, 2018

CLOSING DATE: November 16, 2018

COUNTY JOB TITLE: PROGRAM SPECIALIST

PAY GRADE: NB15

BARGAINING UNIT: NON-BARGAINING

DEPT: Human Services – D&A*
240 West 11th Street, Suite #B-050
Erie, PA 16501

PAY RANGE: \$22.94/hour \$44,733/annual – Minimum
\$40.22/hour \$78,429/annual – Maximum

HOURS PER WEEK: 37.5
Monday – Friday, 8:30 a.m. – 5:00 p.m.

PROCEDURE TO APPLY: Please read the “How to Apply” section on the www.eriecountypa.gov website under the “View Job Postings” link below before applying.

Please submit a County Employment Application, Bid Form and Resume stating your qualifications to:
Department of Human Services, Human Resources Dept.
240 West 11th Street, Suite #120, Erie, PA 16501
FAX: 814-451-6859

Application materials must be received by or postmarked on or before: **Friday, November 16, 2018.**

The “How to Apply” section, applications and bid forms can be found on/downloaded from www.eriecountypa.gov. Click on the “View Job Postings” link from the home page to locate information/documents. Completed forms can be hand delivered or mailed to the above address or sent via fax.

Inquiries related specifically to job duties and responsibilities may be directed to David Sanner @ 814-451-6890 or April Bush @ 814-451-6874.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. IF YOU ARE CONTACTED FOR AN INTERVIEW AND NEED ACCOMMODATIONS FOR THE INTERVIEW DUE TO A DISABILITY, PLEASE ADVISE THE INTERVIEWER OF THE ACCOMMODATIONS YOU REQUIRE WELL IN ADVANCE OF THE INTERVIEW.

ALL NEW HIRES IN THE DEPARTMENT OF HUMAN SERVICES ARE REQUIRED TO PROVIDE AND ARE SUBJECT TO PENNSYLVANIA CRIMINAL AND CHILD ABUSE CLEARANCES AS WELL AS AN FBI FINGERPRINT CLEARANCE.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

All applicants must meet the minimum experience and training (METs) required for the job. The METs for this position are either: One year of professional level experience in the field of Drug & Alcohol; **OR**, A bachelor’s degree in a related field; **OR**, A combination of experience and training including 18 semester hours of college level courses in sociology, social welfare, public relations, education and/or related field; **OR**, Any experience or training that will provide the knowledge skills and abilities listed above.

Functional Statement: This is professional work of an administrative nature involving program planning, analysis and coordination of drug and alcohol (D&A) services. The employee is responsible for the review, analysis, monitoring, and coordination of assigned drug and alcohol services, and assisting in administering the drug and alcohol abuse program.

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DUTIES/RESPONSIBILITIES:

1. Assists in the development and negotiation of contracts with provider agencies for delivery of direct service to clients.
2. Assists in the drafting of local operational policies and procedures. Interprets State and local policies and regulations within the office and to contracted agencies. Assists in the development and implementation of policies that promote consumer choice of service and provider.
3. Assists in the oversight of contracted services to assure conformity to contract work statements including quantity, quality and service population.
4. Assists in the review of provider objectives and outcomes.
5. Functions as primary connection for integration of the Drug and Alcohol Behavioral Health components within the Erie County HealthChoices Program.
6. Provides assistance to service providers concerning program planning, development, implementation and coordination.
7. Assists in monitoring service to consumers, including prevention, intervention, and treatment providers.
8. Maintains liaison with State offices, other behavioral health & human service agencies and other service systems and assures the coordination of program activities of the Erie County D&A office with those agencies and systems. Negotiates letters of agreement with other service systems.
9. Represents Erie County D&A Office & Administrators on various local/statewide committees, task forces, meetings, etc.
10. Assists in the development of the annual D&A Services plans.
11. Participates in the planning, development and implementation of D&A service delivery system including but not limited to conducting the annual PA Department of Drug & Alcohol Programs (DDAP) Prevention and Treatment Services needs assessments and plans
12. Interprets rules, regulations, policies, and procedures, and provides technical assistance to service providers for which employee has contract responsibility.
13. Has knowledge of applicable State and Federal regulations and monitors the program for conformance with them.
14. Monitors performance requirements to assure compliance with State regulations.
15. Responsible for comprehensive, annual D&A program monitoring and assessment.
16. Prepares proposals and various reports and surveys for the State.
17. Receives, reviews, and processes unusual incident reports and client grievances from providers.
18. Represents the D&A Office at licensure visits by the PA DDAP.

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19. Attends staff meetings and participates in in-service training.
20. Serves as the Erie County Department of Human Services (DHS) liaison and clinical support to the Office of Drug and Alcohol Abuse.
21. Coordinates the day-to-day operations of Prevention and Intervention services, including ensuring all activities are in compliance with the PA DDAP and/or the Pennsylvania Department of Human Services Office of Mental Health and Substance Abuse Services (OMHSAS).
22. Works in concert with the D&A Administrator 1, D&A Program Director and Fiscal Officer to develop and manage budgets.
23. Performs related duties as required.
24. Serves as a spokesperson in various public forums.
25. Perform evening and weekend work as necessary; and, travel as necessary.

The above statements reflect the general duties considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all work requirements that may be inherent in the job.

*Drug & Alcohol

*****This position is subject to the provisions of the Erie County Employee Handbook*****